



United States Court of Appeals
for the Seventh Circuit
219 South Dearborn Street
Chicago, Illinois 60604

2021-08
06/10/21

POSITION VACANCY

Position: ASSISTANT CIRCUIT EXECUTIVE FOR SPACE & FACILITIES

Salary Range: CL 30 – CL 31 (\$96,590 – \$172,500)
Placement is dependent upon background and qualifications

Closing Date: Open Until Filled

Position Overview:

The Circuit Executive's Office, located in the Everett McKinley Dirksen U.S. Courthouse in Chicago, Illinois, provides policy development, administrative, and technical and staff support to the Chief Judge and Judicial Council of the Seventh Circuit; the United States Court of Appeals for the Seventh Circuit; and the district and bankruptcy courts, probation and pretrial offices, and federal defender services within the Seventh Circuit.

The Assistant Circuit Executive for Space & Facilities, under the guidance of the Circuit Executive and Deputy Circuit Executive, provides circuit-wide leadership, coordination, and guidance regarding space, facilities, and security within the circuit.

Duties:

- Track *Design Guide* changes and other regulatory requirements. Make recommendations to the Judicial Council in keeping with *Design Guide* requirements and district courts' needs; conduct periodic reporting.
- Formulate space and facilities annual budget and track expenses.
- Create a space-management plan for the circuit and as requested by the district courts.
- Identify and prioritize immediate needs for renovation and construction projects; consult with district representatives.
- Assess long-range space needs throughout the circuit and develop plans to address them.
- Review project design plans and specifications, including architectural design and construction drawings. Provide interior design assistance as requested. Prepare authorizing documents for construction, maintenance, and space-renovation projects.
- Meet regularly with GSA, USPS (where applicable), AO, and contractors to improve project management; troubleshoot when necessary.
- Act as the GSA liaison regarding contracting, negotiating, and project oversight.
- Oversee Component B requests and provide information regarding Component C and local Judicial Council Y funds.
- Handle cyclical maintenance for the court of appeals.
- Manage the circuit rent budget program and oversee occupancy agreements.

- Maintain emergency-contact lists and act as a liaison with the U.S. Marshals Service and the Federal Protective Service regarding facility-security issues.
- Create a circuit-wide network of emergency preparedness and serve on facility-security committees.
- Assist with coordination and management of the Continuity of Operations Plan (COOP) and security training regarding emergencies.
- Maintain keys, Building Access Cards, Facility Access Cards, and parking assignments.

Qualification Requirements:

The applicant must have at least three years of general experience that demonstrates the applicant's understanding of the methods and administrative machinery required to accomplish the work of the organization; the ability to analyze problems and assess the practical implications of alternate solutions; the ability to communicate with others, orally and in writing; and the capacity to employ the knowledge, skills, and abilities in the resolution of problems.

The applicant must also have a minimum of two years of progressively responsible specialized experience in at least one but preferably two or more of the functional areas of space and facilities management and administration such as: construction management, space and facilities oversight, interior design, architecture, and project development.

Preferred Qualifications:

- A Bachelor's Degree in engineering, architecture, interior design, or related field, and an appropriate license is preferred.
- Prior space, construction, and facility management experience, preferably on Federal projects or courthouses, is desirable.
- Familiarity with finance, budgeting, contracting, and federal government bidding regulations.
- Experience with computer aided design and drafting (CADD) and similar computer design technology.
- Experience in reading and analyzing blueprints, schematics, drawings and other design specifications.
- Strong analytical, interpersonal, and presentation skills.

Benefits: Benefits include ten paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System (FERS), Thrift Savings Plan (401k), and public transit subsidy. Benefits also include optional participation in the Federal Employees Health Benefits Program (FEHB), Federal Employees Group Life Insurance Program (FGLI), Flexible Benefits Program, Federal Long Term Care Insurance Program (FLTCIP), and Dental and Vision Insurance. Information can be found on the court's website under Human Resources at: www.ca7.uscourts.gov.

Information for Applicants:

- The successful candidate for this position will be required to undergo an FBI fingerprint check or five-year background investigation with updates every five years thereafter, depending on the position classification. Appointment is provisional and contingent upon the satisfactory completion of a background investigation.

- Application materials will be screened, and only selected applicants will be contacted for an interview. Due to the anticipated large response to this announcement, only those interviewed will be notified of the selection outcome.
- All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.
- Applicants must be a U.S. Citizen or lawful permanent resident actively seeking citizenship.
- Travel expenses for interviews cannot be reimbursed.
- Employees of the U.S. Courts are required to use Electronic Fund Transfer (EFT) for payroll deposit.
- The U.S. Court of Appeals for the Seventh Circuit reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to re-publish the job announcement without prior written notice.

Application:

Please email resume, with cover letter to:

ca7_hr@ca7.uscourts.gov

Attention:

Collins T. Fitzpatrick

Circuit Executive

Everett McKinley Dirksen United States Courthouse

219 South Dearborn Street - Room 2780

Chicago, Illinois 60604

THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER